



NET Strategy

A Synergistic Approach to Business

INTRODUCTION TO YOUR WEBSITE UPGRADE

AGENT MANUAL



NEED HELP? For web site help, call 1-866-462-6912 or send an e-mail to support@mynetstrategy.net

ACCESSING YOUR AGENT WEB SITE

You may access your agent site using the following URL format:
<http://www.yourname.officedomain.com>

ACCESSING YOUR MANAGEMENT CENTER

Go to your office website and locate the **Agent Login** link, which is usually located near the bottom of the page.

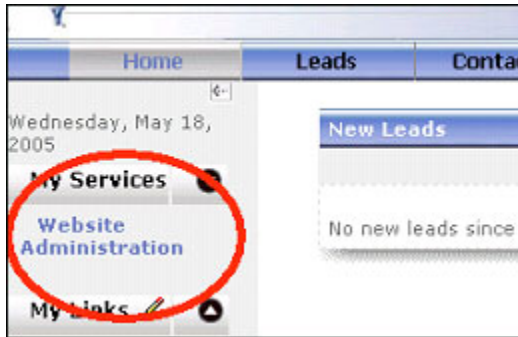
Go to your office website and locate the **Agent Login** link, which is usually located near the bottom of the page.

NOTE: For best results, please use Internet Explorer when accessing Management Center.

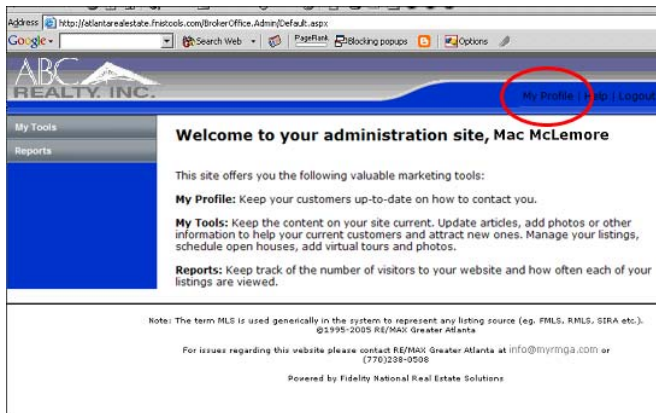
Enter your Login and Password on the Management Center login page.

Enter your Login and Password on the Management Center login page.

MAKING CHANGES TO YOUR AGENT SITE

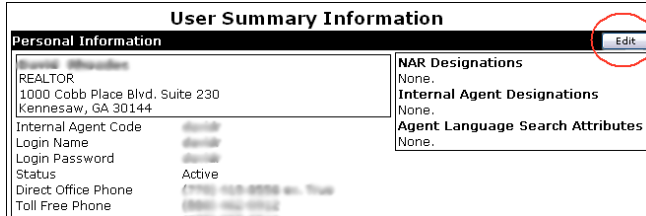


To make changes to your agent site, you will access the admin section of your agent website. Click the **Website Administration** link in the left column of your Management Center under **My Services**.



You will then see your agent site admin screen. The various options for the admin are found in the collapsing menu that is located in the left column or along the top right.

To change your personal information, you will need to click the **My Profile** link at the top right.



Here the **User Summary Information** will display, click on the **Edit** button in the upper right hand corner of the Personal Information box if you would like to edit.

User Personal Information

All fields labeled with an * are required. Dotted Line = Info Cannot Be Changed

General Info	
User First Name*	MAC
User Middle Initial	
User Last Name*	McLemore
Employee Title*	Sales Associate
Home Address	Street 1* 1000 Cobb Place Blvd.
	Street 2
	City* Kennesaw State GA Zip* 30144
Contact Info	
Direct Office Phone*	770-475-0558 Ext.
Home Phone	
Cell Phone	
Pager	
Voice Mail	
Toll Free Phone	
Home FAX	
Primary Email*	mac@myrealstrategy.net
Out of Office Email	
Text Only Email	
Office Info	
Primary Office*	
Assistant(s) Office(s)	
Main Office Address:	(note: this address will only change upon submission)
Office FAX Phone	
Main Office Phone	
Other Info	
Internal Agent ID*	21815

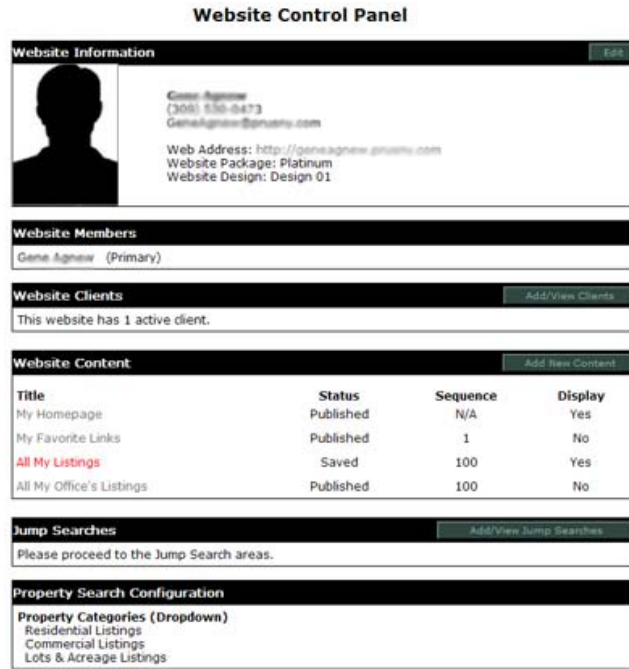
Submit Cancel

Fields with a dotted line are fields that cannot be changed. Your office admin should be able to assist in changing those fields.

Make your desired changes and additions in the available fields, scroll to bottom of page and click the **Submit** button.



To make the majority of changes to your site, you will first click on **My Tools** from the collapsing menu on the left side of the screen, which will expand the menu options. Then select **My Website** from that menu.



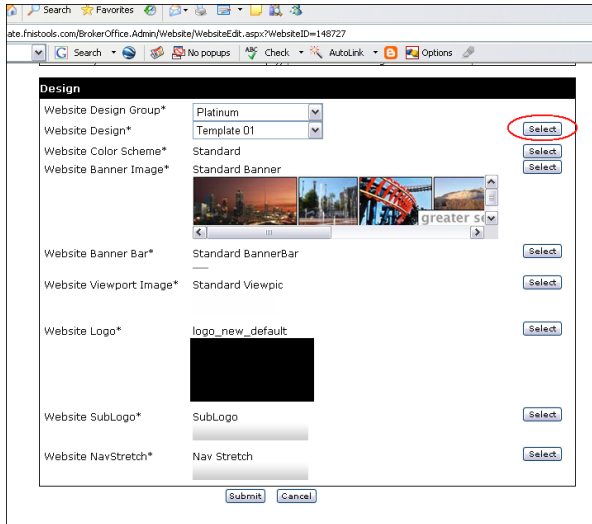
Clicking on that link will take you to the **Website Control Panel** section, where you will see a summary of your website information.

From here you can edit your displayed contact info and template, add/view clients and make changes to the content pages of your site.

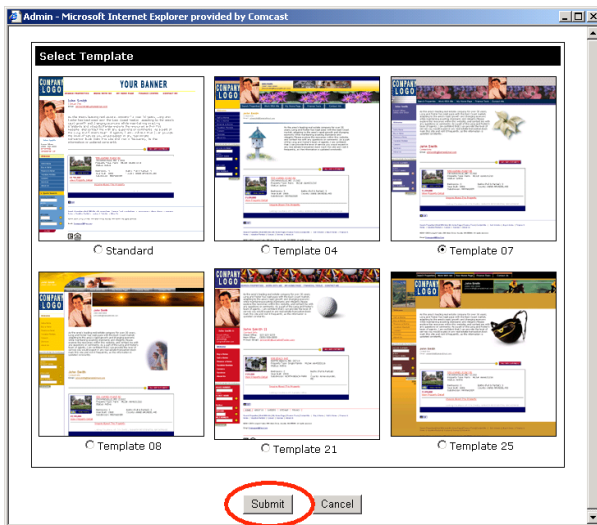
CHOOSING YOUR TEMPLATE AND GRAPHICS

Locate **Website Information** in the top section and click the **Edit** Button to the right of that area.





Scroll down until you see the **Design** section. To select a different graphics template for your site, click on the first **Select** button.



Select your desired template in the window that appears by clicking on the circle beneath the template. Your primary concern in selecting a template is color and layout. You will be able to switch out the banner and viewport graphic.

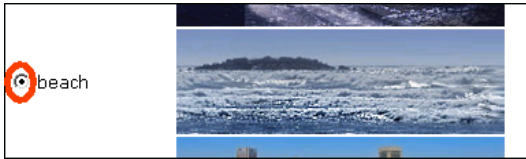
Once you've made your selection, scroll to the bottom and click **Submit**.

NOTE: Platinum agents will have 25 templates to choose from. Gold agents will have fewer templates.

After you pick a template and click **Submit**, the template selection window will disappear, and you will see the graphics for the template you chose. If you like the default graphics for your template and do not want to change them, scroll down to the bottom of the page and click the **Submit** button.

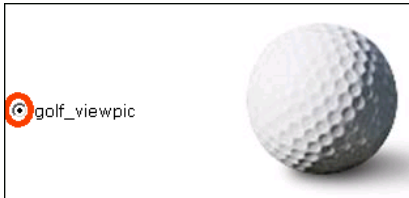
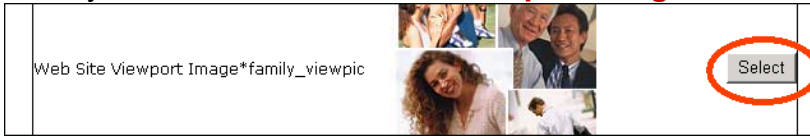
If you do want to change graphics, first select the **Website Banner Image**.



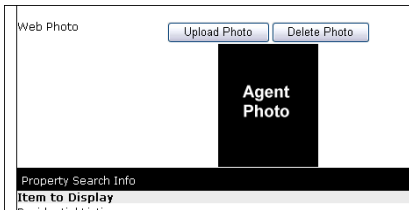


Choose an image you like and click the circle to select it. Then scroll down and click **Select**.

Then you will select a **Website Viewport Image**.



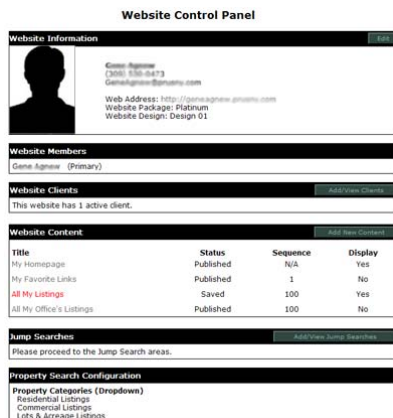
Once you have chosen an image you like, click in the circle, scroll down and then hit the **Select** button at the bottom of the screen.



At the top of the **Website Information** section, you may also upload your agent photo by clicking on the **Upload Photo** button and following the on screen instructions.

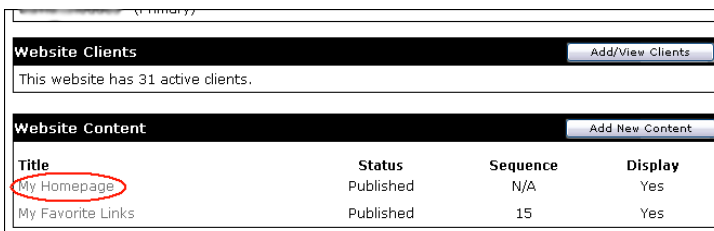
Once all your changes are made click the **Submit** button to save your selections.

EDITING EXISTING WEBSITE CONTENT



From the **Website Control Panel** section (see page 4 for how to access this section), locate the **Website Content** box.

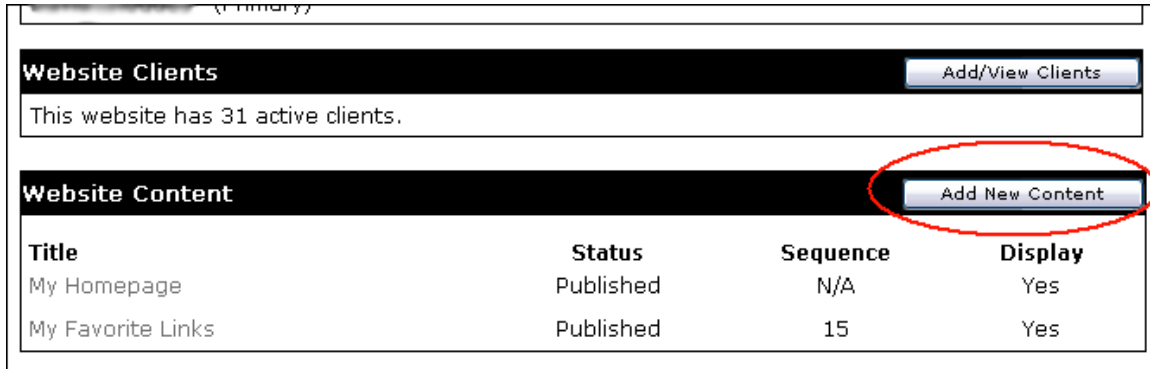
This is where you will go to edit existing content or add new content (see next section). To edit existing content, click on the title.



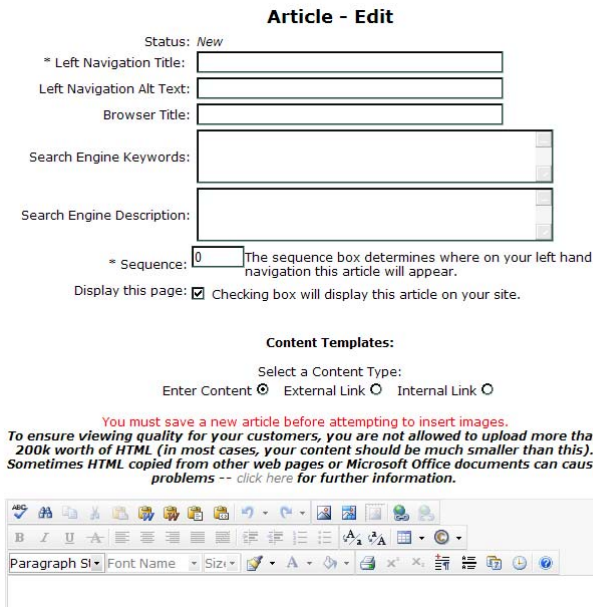
In the case of your homepage, click **My Homepage**.

ADDING NEW CONTENT TO YOUR SITE

Instead of clicking on one of the titles for existing website content as noted on Page 6, click the **Add New Content** button in the upper right corner of the **Website Content** box.



Title	Status	Sequence	Display
My Homepage	Published	N/A	Yes
My Favorite Links	Published	15	Yes



Article - Edit

Status: *New*

* Left Navigation Title:

Left Navigation Alt Text:

Browser Title:

Search Engine Keywords:

Search Engine Description:

* Sequence: The sequence box determines where on your left hand navigation this article will appear.


Display this page: Checking box will display this article on your site.

Content Templates:

Select a Content Type:

Enter Content External Link Internal Link

You must save a new article before attempting to insert images.
To ensure viewing quality for your customers, you are not allowed to upload more than 200k worth of HTML (in most cases, your content should be much smaller than this).
Sometimes HTML copied from other web pages or Microsoft Office documents can cause problems -- click here for further information.



At the top of the next page enter a title. The title is what will appear in the left menu of your site.

Alt text will appear when you place your mouse over the link. Choose something that will better explain what information the link contains.

Make sure that the box is checked to display the page on your website.

You may also optionally add what the page is called in the Title Bar of the web browser as customers view the page, unique keywords for this page and a description for the search engines.

Because creating an item of content causes a new link to appear in the left menu of your agent site, you will need to enter a sequence number for the content you are creating. This sequence number will allow you to set the order in which your links will appear in the left menu of your agent site.

There are three options for creating content:

Option 1 – Enter your content using the RAD Editor window

You may type new content into your RAD Editor window, or you may copy content from a web site or document and paste it into the RAD Editor window.

As when you were editing the content for your Homepage, once you are finished entering your content into the RAD Editor window, you may preview your new

content, save it as a draft so you can come back later and finish it, publish your new content or cancel.

If you find later that you need to edit the content you created, simply click on the page title, make your changes in the RAD Editor window and publish the changes.

Website Content				Add New Content
Title	Status	Sequence	Display	
My Homepage	Published	N/A	Yes	
My Favorite Links	Published	15	Yes	
All About Me	Published	20	Yes	Delete

If you need to later delete the content you created, go to **Website Content** and click the delete button next to the page that you wish to delete.

Website Content				Add New Content
Title	Status	Sequence	Display	
My Homepage	Published	N/A	Yes	
My Favorite Links	Published	15	Yes	
All About Me	Published	20	Yes	Delete

Option 2 – Set up an External Link

If you choose to set up a link to an external web site instead of creating new content using EditLive, the link that appears in the left menu of your agent site take visitors to the external web site (example: weather.com) that you indicated.

As stated on the previous page, when creating content you click on **Add New Content**, which is located in the **Website Content** box at the bottom of the **My Website** section.

Article - Edit

Note: Please use your keyboard (SHIFT + INSERT) or use your mouse (Right Click + Paste) to paste any information in this page.

Status: New

* Title:
Content title is what will appear on left hand navigation.

Alt Text:

Display this page: Checking box will display this article on your site.

* Sequence: The sequence box determines where on your left hand navigation this article will appear.

Select a Content Type:

Enter EditLive content External Link Internal Link

Example External Link: http://www.realtor.org

http://

Page appears in same window.
 Page appears in a new window
 Page appears in a new company-branded window

Preview Publish Cancel

Just as you would when doing Option 1, enter your title name, alt text, and sequence number.

Click the circle next to **External Link**.

Either type in the URL (website address) of the site you wish to link to or open a new internet browser, go to the website you wish to link to, copy that site's URL and paste the URL into the field.

You can choose for your link to either:

1. Appear in the same window
2. Appear in a new window
3. Appear in a new company branded window

For an external link, it is recommended you choose to have the link appear in a new window so that consumers will not be leaving your website. After they have finished looking through the external site they can easily return to your website because it is still open.

Once you have chosen how you want the linked site to appear you can preview, save as a draft, cancel, or publish your changes to your website.

Option 3 – Set up an Internal Link

If you want to create a direct link to another page of existing content that you find on your agent site, you may do so using the internal link option.

The screenshot shows a web form titled "Article - Edit". At the top, there is a red instruction: "Note: Please use your keyboard (SHIFT + INSERT) or use your mouse (Right Click + Paste) to paste any information in this page." Below this, the form includes several fields and options: "Status: New", a required "Title" field with a note "Content title is what will appear on left hand navigation.", an "Alt Text" field, a "Display this page" checkbox which is checked with the note "Checking box will display this article on your site.", and a "Sequence" field with the value "0" and a note "The sequence box determines where on your left hand navigation this article will appear." Underneath, there is a "Select a Content Type:" section with three radio buttons: "Enter EditLive! content", "External Link", and "Internal Link" (which is selected). Below this is an "Example Internal Link:" field containing the text "/Content/Content.aspx?ContentID=68" and an empty input box for the user's link. At the bottom of the form, there are two radio buttons: "Page appears in same window." (selected) and "Page appears in a new window." At the very bottom of the form are three buttons: "Preview", "Publish", and "Cancel".

After entering your title name, alt text, and sequence number, click the circle next to **Internal Link**. Now you will want to type in the address of the exact page you want to link to in your website.

NOTE: You need only type in the part of the address after the *.com*. There is an example just above where you enter the link.

Choose whether to have this link site open as a new window or in the same window (it is recommended having the link open in the same window because the consumer will not be leaving your site).

Now that you have decided what page to link to and how it will appear you can preview, save as a draft, cancel, or publish your changes to your website.

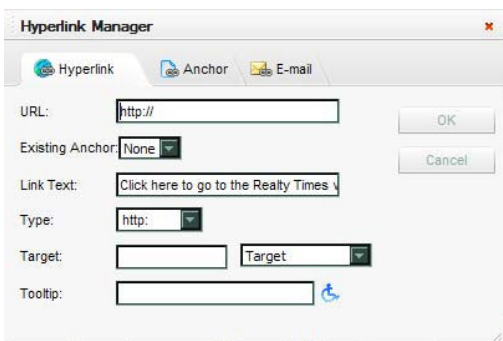
CREATING A HYPERLINK USING RAD Editor Window

As you are creating or editing content using the RAD Editor, you may find that you wish to create a link to another site. If you are already in the RAD Editor, open a new Internet Explorer window, go to the website that you wish to link to and copy the address.



Go back to the editing window! and highlight the text that you wish to convert into a link.

Click on the Insert Hyperlink button (the globe with chain links icon). A box should appear.



In the Hyperlink Manager box, you can see the text you had highlighted when you clicked the hyperlink button appears in the "Link Text" box.

Delete the <http://> that exists because you have copied it with your address. Paste your address in the URL box.

You can now decide on your target frame. Your best bet is **New Window** when linking to an external site.

Once you have chosen your target frame click **OK**. You will see that the text you highlighted is now a link. You will be able to change the font or font size as well as change the text color, etc, using the RAD Editor tools.

Tips for using RAD Editor Window!

To add a picture in RAD Editor, click the **Insert Image** (pictured below). Click **Browse** to search for the picture on your computer. Once you have found your picture select it and click **Okay**. Then click the **Insert Image** button. If you wish, you may convert your image into a hyperlink by clicking on the image and then clicking the **Insert Hyperlink** button.



If you need further help with the RAD Editor, full documentation is located under the HELP menu, located at the top right of the Admin screen.